

# NEA-GO Instructions

U.S.-Japan Creative Artists Exchange



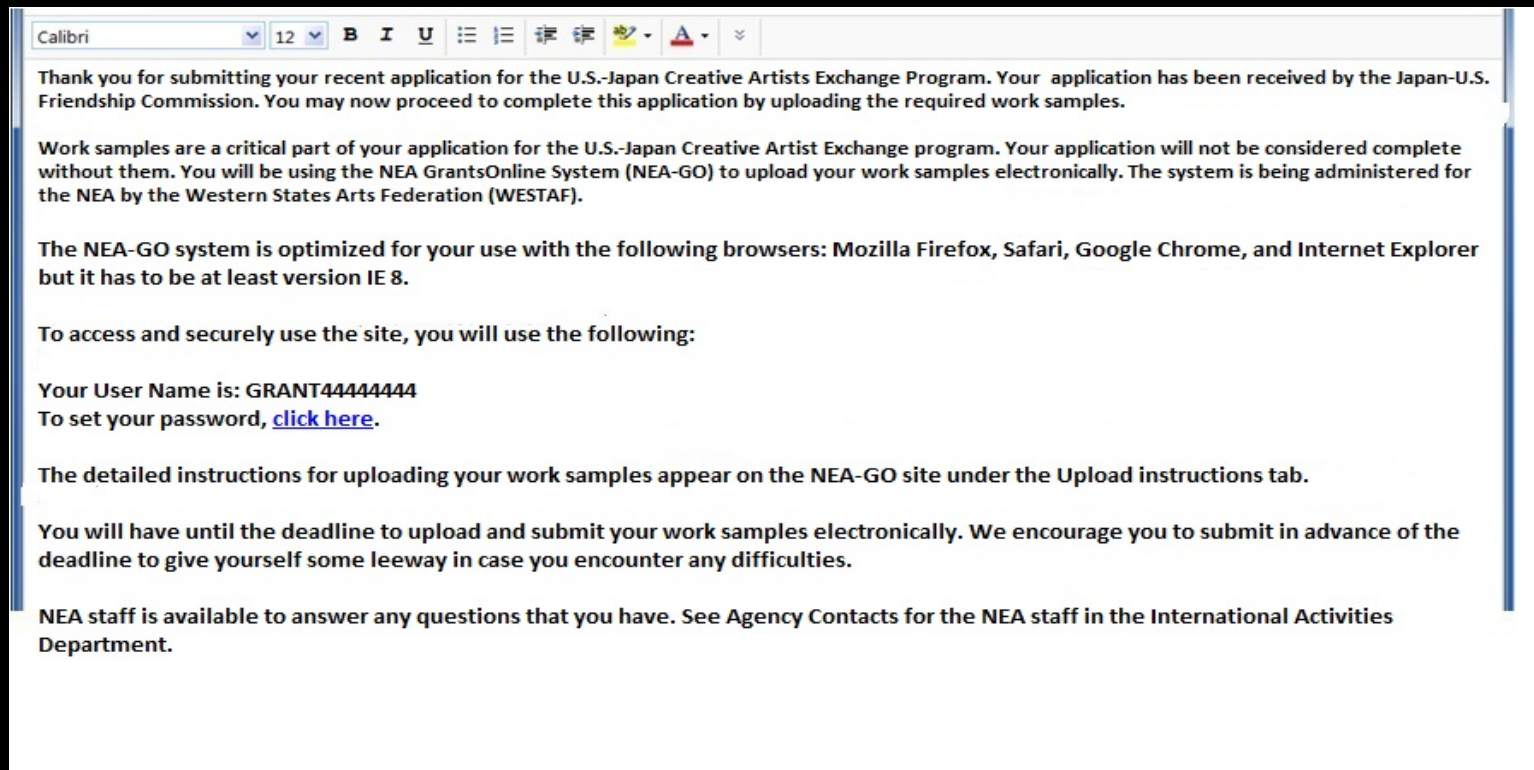
# Questions and more information

Please Contact:

**Guiomar Ochoa**

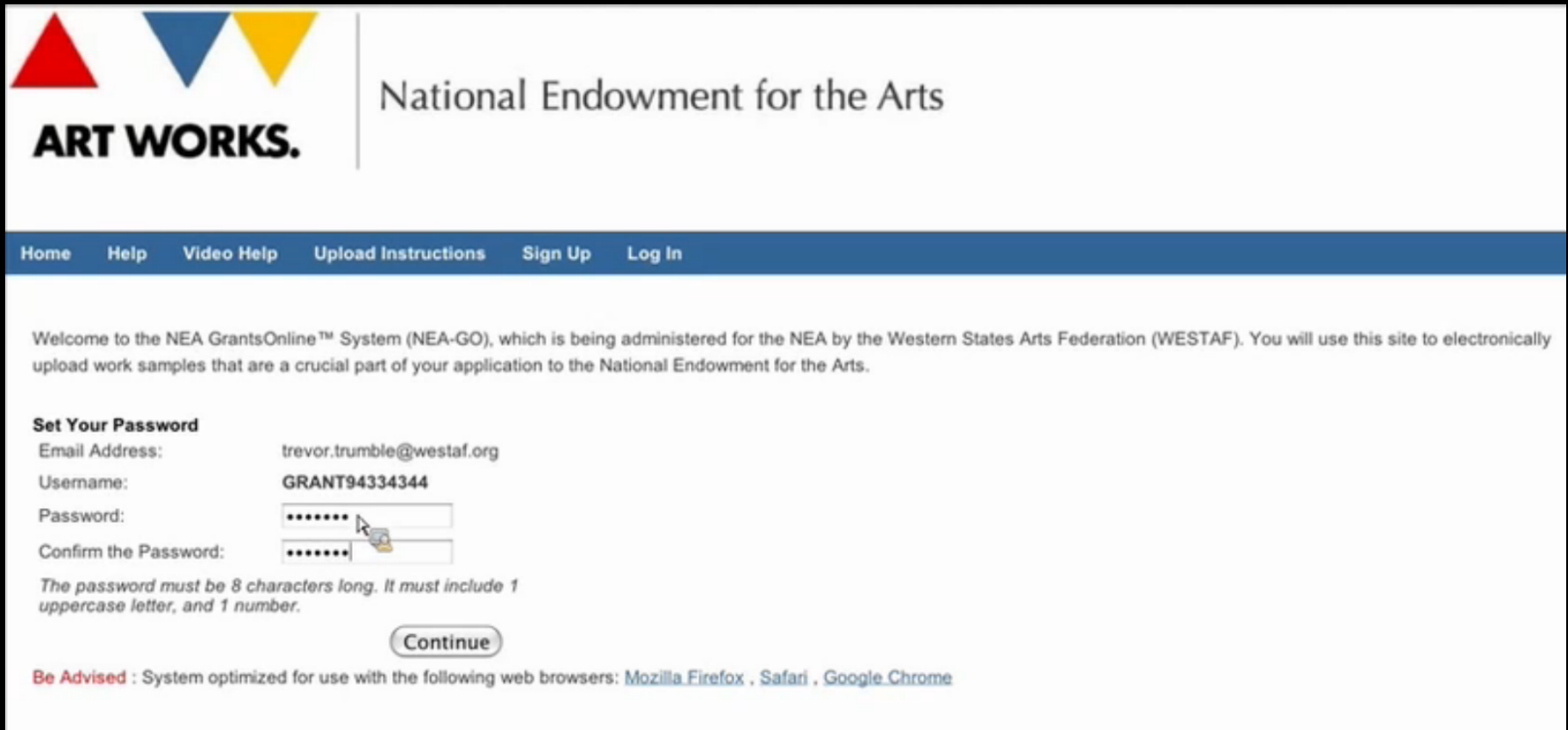
Email: [ochoag@arts.gov](mailto:ochoag@arts.gov)

# Step 1: Email From WESTAF



You will receive this email from WESTAF once you begin your application with NEA-GO. Locate your provided User Name, and click the link to reset your password.

# Step 2: Reset Your Password



The screenshot shows the NEA GrantsOnline™ System (NEA-GO) interface. At the top left is the "ART WORKS." logo, consisting of three triangles (red, blue, yellow) above the text "ART WORKS.". To the right of the logo is the text "National Endowment for the Arts". Below this is a navigation bar with links: Home, Help, Video Help, Upload Instructions, Sign Up, and Log In. The main content area has a welcome message: "Welcome to the NEA GrantsOnline™ System (NEA-GO), which is being administered for the NEA by the Western States Arts Federation (WESTAF). You will use this site to electronically upload work samples that are a crucial part of your application to the National Endowment for the Arts." Below this is the "Set Your Password" section. It contains fields for "Email Address:" (trevor.trumble@westaf.org), "Username:" (GRANT94334344), "Password:" (masked with dots), and "Confirm the Password:" (masked with dots). A mouse cursor is hovering over the "Password:" field. Below the fields is a note: "The password must be 8 characters long. It must include 1 uppercase letter, and 1 number." At the bottom of the form is a "Continue" button. Below the button is a red "Be Advised" notice: "System optimized for use with the following web browsers: Mozilla Firefox, Safari, Google Chrome".

**ART WORKS.**

National Endowment for the Arts

Home Help Video Help Upload Instructions Sign Up Log In

Welcome to the NEA GrantsOnline™ System (NEA-GO), which is being administered for the NEA by the Western States Arts Federation (WESTAF). You will use this site to electronically upload work samples that are a crucial part of your application to the National Endowment for the Arts.

**Set Your Password**

Email Address: trevor.trumble@westaf.org

Username: GRANT94334344

Password:

Confirm the Password:

The password must be 8 characters long. It must include 1 uppercase letter, and 1 number.

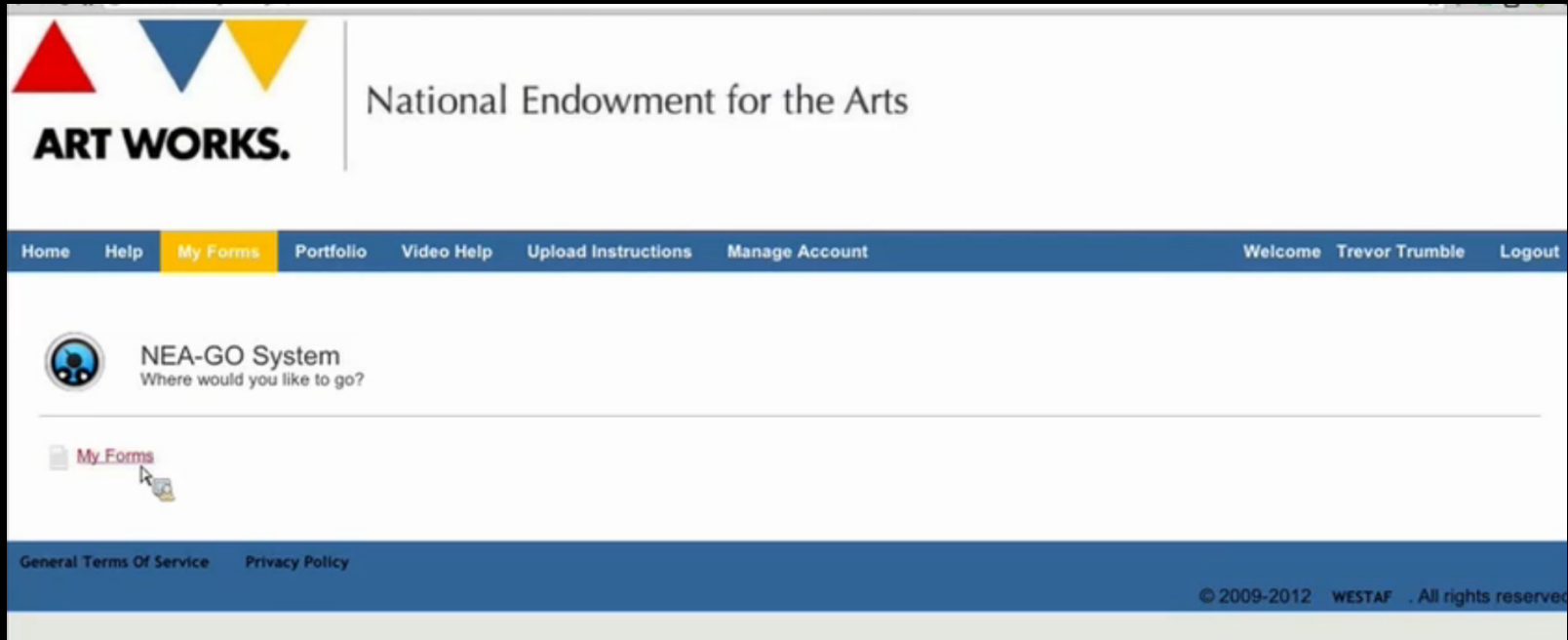
[Continue](#)

**Be Advised** : System optimized for use with the following web browsers: [Mozilla Firefox](#) , [Safari](#) , [Google Chrome](#)

After clicking the link from the email, this screen will appear. Reset your password. This will be your new login information.

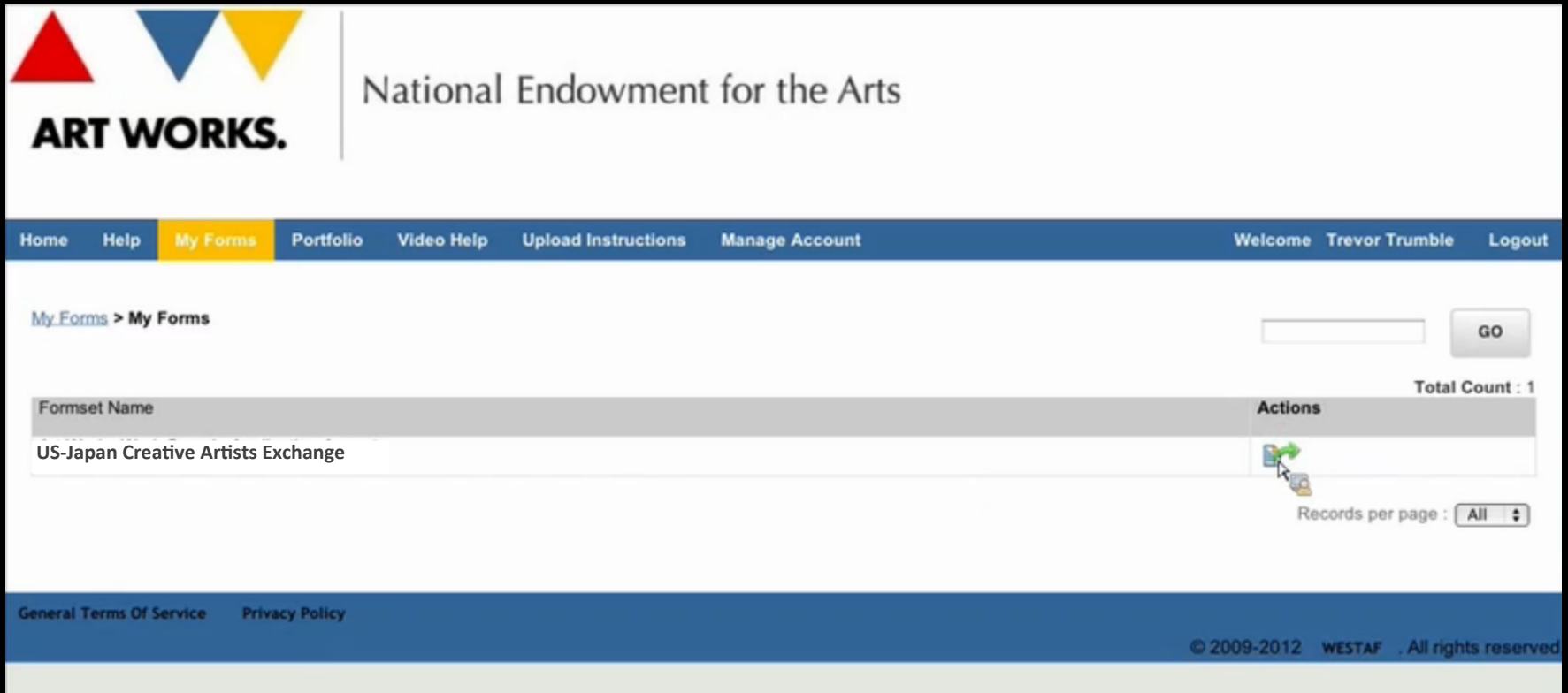
*Note: The password must be 8 characters long, and must include 1 uppercase letter and 1 number*

# Step 3: Uploading Work Samples




Once you have reset your password, you may login. After you login, this screen will appear. Click “My Forms.”

# Step 3: Uploading Work Samples



The screenshot shows the ART WORKS. National Endowment for the Arts website. The header features the logo with three triangles (red, blue, yellow) and the text "ART WORKS." and "National Endowment for the Arts". The navigation bar includes links: Home, Help, My Forms (highlighted), Portfolio, Video Help, Upload Instructions, and Manage Account. On the right of the navigation bar, it says "Welcome Trevor Trumble" and "Logout".

Below the navigation bar, the breadcrumb trail reads "My Forms > My Forms". To the right of this is a search bar with a "GO" button. Below the search bar, the text "Total Count : 1" is displayed.

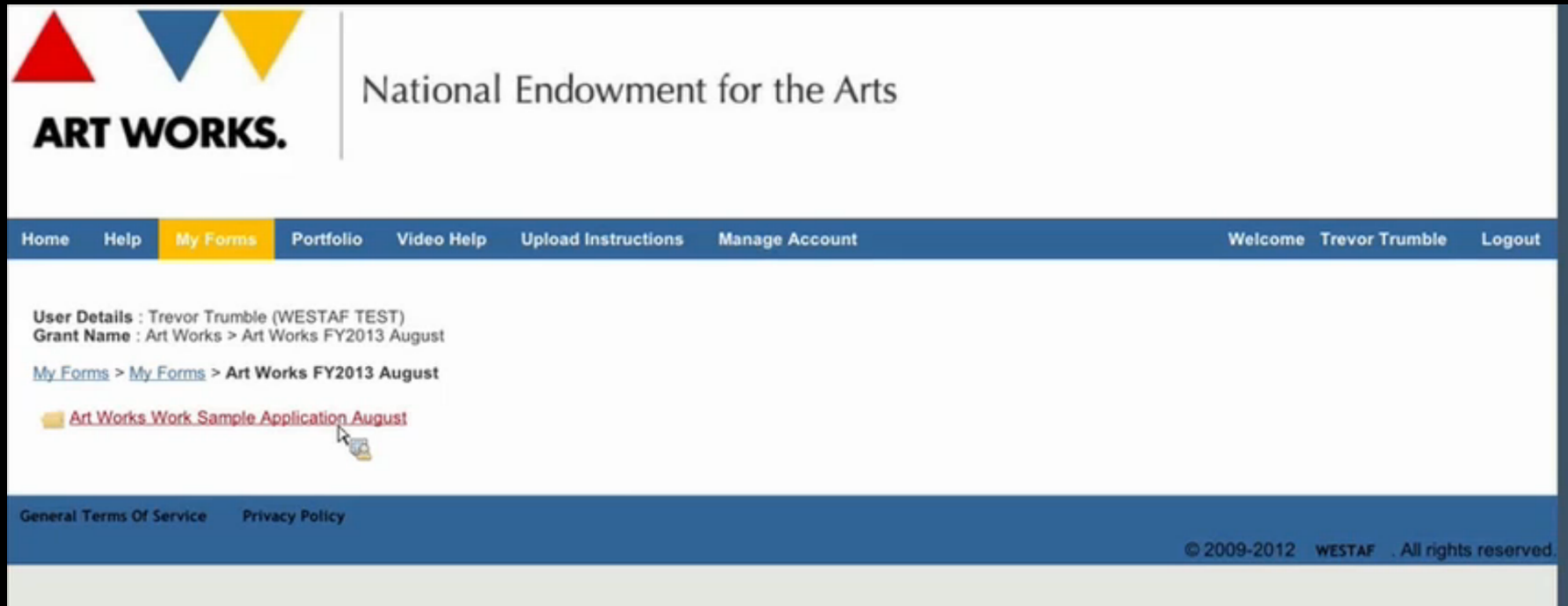
Formset Name	Actions
US-Japan Creative Artists Exchange	

Below the table, there is a "Records per page" dropdown menu set to "All".

The footer contains links for "General Terms Of Service" and "Privacy Policy", and a copyright notice: "© 2009-2012 WESTAF . All rights reserved".

“My Forms” will take you to this page. Click the “Actions” button.

# Step 3: Uploading Work Samples



The screenshot shows the ART WORKS. website interface. At the top left is the logo, which consists of three triangles (red, blue, and yellow) above the text "ART WORKS.". To the right of the logo is the text "National Endowment for the Arts". Below this is a blue navigation bar with the following links: Home, Help, My Forms (highlighted in yellow), Portfolio, Video Help, Upload Instructions, and Manage Account. On the right side of the navigation bar, it says "Welcome Trevor Trumble" and "Logout". Below the navigation bar, the user details are displayed: "User Details : Trevor Trumble (WESTAF TEST)" and "Grant Name : Art Works > Art Works FY2013 August". Below this, there is a breadcrumb trail: "My Forms > My Forms > Art Works FY2013 August". Under the breadcrumb trail, there is a link "Art Works Work Sample Application August" with a small icon of a folder and a document. At the bottom of the page, there is a blue footer bar with the links "General Terms Of Service" and "Privacy Policy". On the right side of the footer bar, it says "© 2009-2012 WESTAF . All rights reserved."

Then click the “Japan-U.S. Friendship Commission Application” link.

# Step 3: Uploading Work Samples

The screenshot shows a web application interface for uploading work samples. At the top is a navigation bar with links: Home, Help, My Forms (highlighted), Portfolio, Video Help, Upload Instructions, and Manage Account. On the right of the bar, it says 'Welcome Trevor Trumble' and 'Logout'.

Below the navigation bar, the user details are displayed: 'User Details : Trevor Trumble (WESTAF TEST)' and 'Grant Name : Art Works > Art Works FY2013 August'.

The breadcrumb trail is: 'My Forms > My Forms > Art Works FY2013 August > Art Works Work Sample Application August'. To the right of the breadcrumb is a link for 'Table of Contents'.

The main section is titled 'View Application Data'. Below this title is a warning: 'For review only. Make sure this data corresponds to the application you submitted; if not, contact the NEA immediately'.

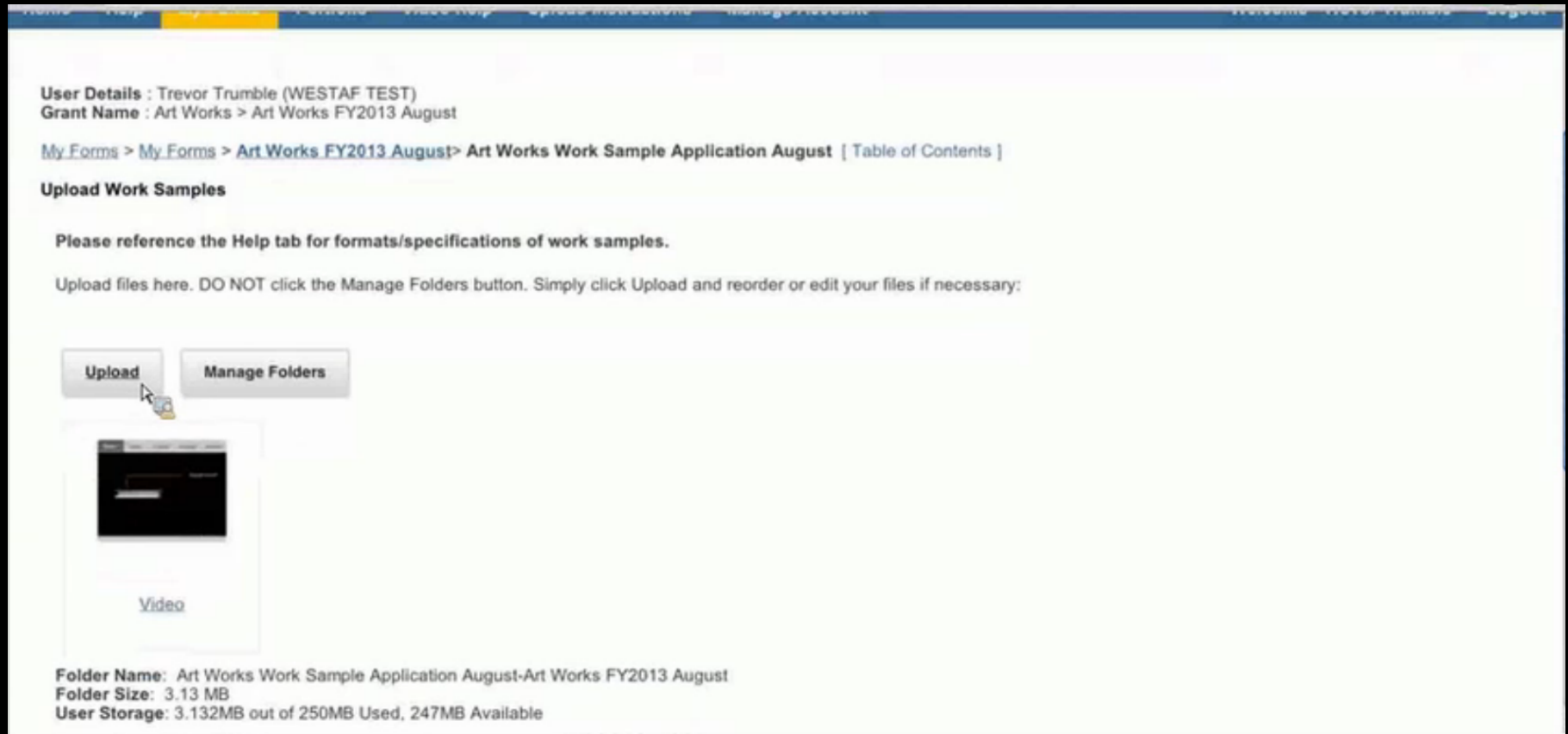
Below the warning is a form with seven fields, each with a label and a text input box:

- 1. Application #: 12-463746
- 2. Applicant Username: GRANT44444444
- 3. Category: Art Works
- 4. Field/Discipline: Music
- 5. Secondary Field/Discipline: (empty)
- 6. Applicant Organization Name: WESTAF
- 7. Is Organization?: YES

At the bottom of the form, there is a link 'View Application Data' and a link 'Upload Work Samples'.

Your application data will be displayed. If any of the data is incorrect, please contact the NEA to make changes. Hover over “Table of Contents” and click “Upload Work Samples.”

# Step 3: Uploading Work Samples



The screenshot shows a web application interface with a blue header bar containing navigation links: Home, Help, My Forms, Manage Folders, and Manage Resources. Below the header, the user details are displayed: "User Details : Trevor Trumble (WESTAF TEST)" and "Grant Name : Art Works > Art Works FY2013 August". A breadcrumb trail reads: "My Forms > My Forms > Art Works FY2013 August > Art Works Work Sample Application August [ Table of Contents ]". The main section is titled "Upload Work Samples" and contains the instruction: "Please reference the Help tab for formats/specifications of work samples." Below this, it says: "Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:". There are two buttons: "Upload" and "Manage Folders". A mouse cursor is pointing at the "Upload" button. Below the buttons is a video player showing a thumbnail of a video with the word "Video" underneath it. At the bottom, the folder information is displayed: "Folder Name: Art Works Work Sample Application August-Art Works FY2013 August", "Folder Size: 3.13 MB", and "User Storage: 3.132MB out of 250MB Used, 247MB Available".

User Details : Trevor Trumble (WESTAF TEST)  
Grant Name : Art Works > Art Works FY2013 August

[My Forms](#) > [My Forms](#) > [Art Works FY2013 August](#) > [Art Works Work Sample Application August](#) [ [Table of Contents](#) ]

### Upload Work Samples

Please reference the [Help](#) tab for formats/specifications of work samples.

Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:

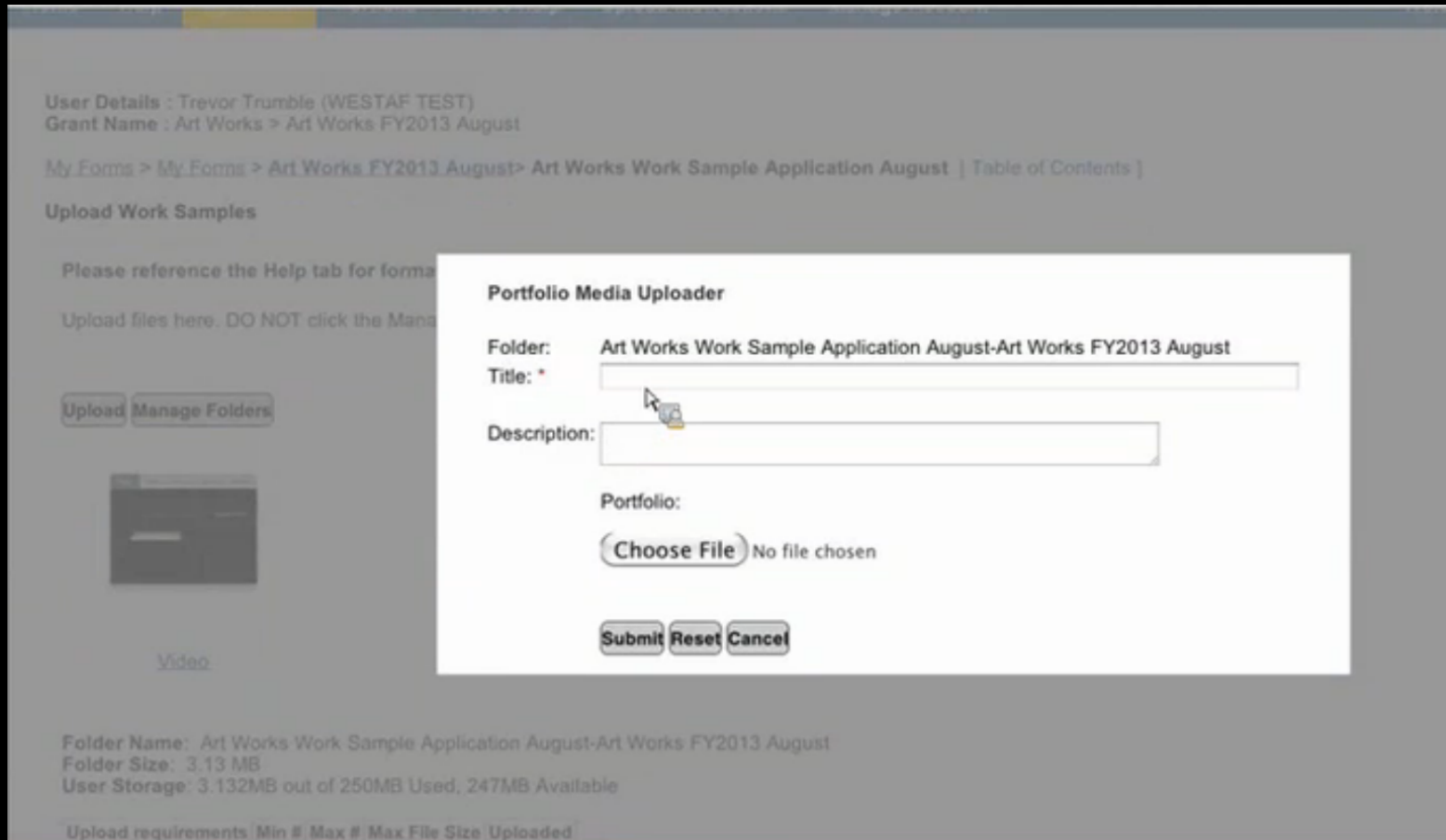
[Upload](#) [Manage Folders](#)

[Video](#)

Folder Name: Art Works Work Sample Application August-Art Works FY2013 August  
Folder Size: 3.13 MB  
User Storage: 3.132MB out of 250MB Used, 247MB Available

Click the “Upload” button to upload your work samples. DO NOT click the “Manage Folders” button.

# Step 3: Uploading Work Samples



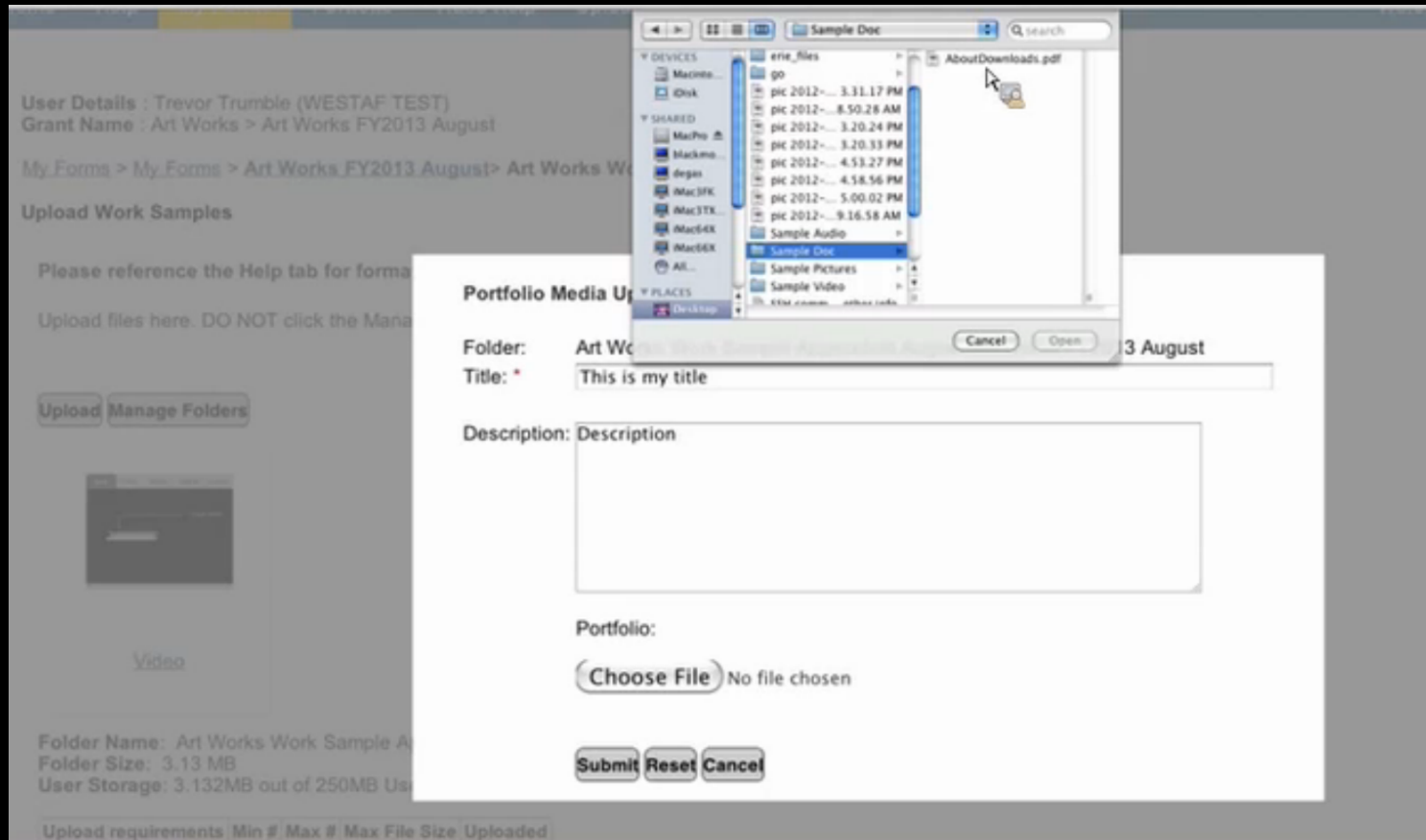
The screenshot displays a web application interface for uploading work samples. At the top, it shows user details: "User Details : Trevor Trumble (WESTAF TEST)" and "Grant Name : Art Works > Art Works FY2013 August". Below this is a breadcrumb trail: "My Forms > My Forms > Art Works FY2013 August > Art Works Work Sample Application August | Table of Contents ]". The main heading is "Upload Work Samples". A note says "Please reference the Help tab for format" and "Upload files here. DO NOT click the Manage" (partially obscured). There are two buttons: "Upload" and "Manage Folders". Below these is a thumbnail image of a folder. A link labeled "Video" is visible. A modal window titled "Portfolio Media Uploader" is open, containing the following fields and controls:

- Folder:** Art Works Work Sample Application August-Art Works FY2013 August
- Title: \*** [Text input field]
- Description:** [Text input field]
- Portfolio:** [Choose File] No file chosen
- Buttons:** Submit, Reset, Cancel

At the bottom of the main interface, it shows folder information: "Folder Name: Art Works Work Sample Application August-Art Works FY2013 August", "Folder Size: 3.13 MB", and "User Storage: 3.132MB out of 250MB Used, 247MB Available". A table header for "Upload requirements" is partially visible at the very bottom.

This screen will appear next. Enter the title of your work sample and a brief description. Then select "Choose File."

# Step 3: Uploading Work Samples



Select the work sample, and remove spaces from the file name. The title may have spaces. Once you have selected your work sample, click the “Submit” button on the Portfolio Media Upload Screen.


# Step 3: Uploading Work Samples

My Forms > My Forms > Art Works FY2013 August > Art Works Work Sample Application August | Table of Contents

## Upload Work Samples

Please reference the Help tab for formats/specifications of work samples.

Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:



This is my title

Folder Name: Art Works Work Sample Application August  
Folder Size: 3.48 MB  
User Storage: 3.477MB out of 250MB Used

Upload requirements	Min #	Max #	Max File
Images	0	20	2
Videos	0	5	25
Documents	0	15	4
Audios	0	5	2

### Upload In Progress

Percent Complete:	12%
Files Uploaded:	0 of 1
Current Position:	1421 / 11987 KBytes
Elapsed Time:	00:00:28
Est Time Left:	00:00:11

### Portfolio Media Uploader

Folder: Art Works Work Sample Application August-Art Works FY2013 August

Title: \*

Description:

Portfolio:

MyVideo.mp4

Uploading (34%)...

Video files will take more time to upload. This chart will display the progress. DO NOT navigate away from this screen until complete.

# Step 3: Uploading Work Samples


[My Forms](#) > [My Forms](#) > [Art Works FY2013 August](#) > Art Works Work Sample Application August [ [Table of Contents](#) ]

## Upload Work Samples


Please reference the Help tab for formats/specifications of work samples.

Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:


[Upload](#) [Manage Folders](#)



video2



This is my title



Video

Folder Name: Art Works Work Sample Application August-Art Works FY2013 August  
Folder Size: 15.18 MB  
User Storage: 15.181MB out of 250MB Used, 235MB Available

Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	20	20 MB	
Videos	0	5	250 MB	2
Documents	0	15	40 MB	1
Audios	0	5	20 MB	

Once the uploads are complete, the screen display the files similarly to the above screen. Video files may take longer to convert to the web, so please be patient.

# Step 3: Uploading Work Samples



[My Forms](#) > [My Forms](#) > [Art Works FY2013 August](#)> Art Works Work Sample Application August [ [Table of Contents](#) ]


## Upload Work Samples


Please reference the Help tab for formats/specifications of work samples.

Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:

[Upload](#) [Manage Folders](#)

  
  
[This is my title](#)

  
[video2](#)

  
[video2](#)

Folder Name: Art Works Work Sample Application August-Art Works FY2013 August  
Folder Size: 15.18 MB  
User Storage: 15.181MB out of 250MB Used, 235MB Available


Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	20	20 MB	
Videos	0	5	250 MB	2
Documents	0	15	40 MB	1
Audios	0	5	20 MB	


You can change the order of your work samples by clicking and dragging the edges of the boxes. You may also edit titles and descriptions by clicking on the pencil tool.

# Step 4: Submitting Work Samples

Upload

Manage Folders

  
[Video 4](#)

  
[video2](#)

Folder Name: Art Works Work Sample Application August-Art Works FY2013 August  
Folder Size: 7.85 MB  
User Storage: 7.849MB out of 250MB Used, 242MB Available

Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	20	20 MB	
Videos	0	5	250 MB	2
Documents	0	15	40 MB	
Audios	0	5	20 MB	

Be sure to click **Save** before clicking Submit.

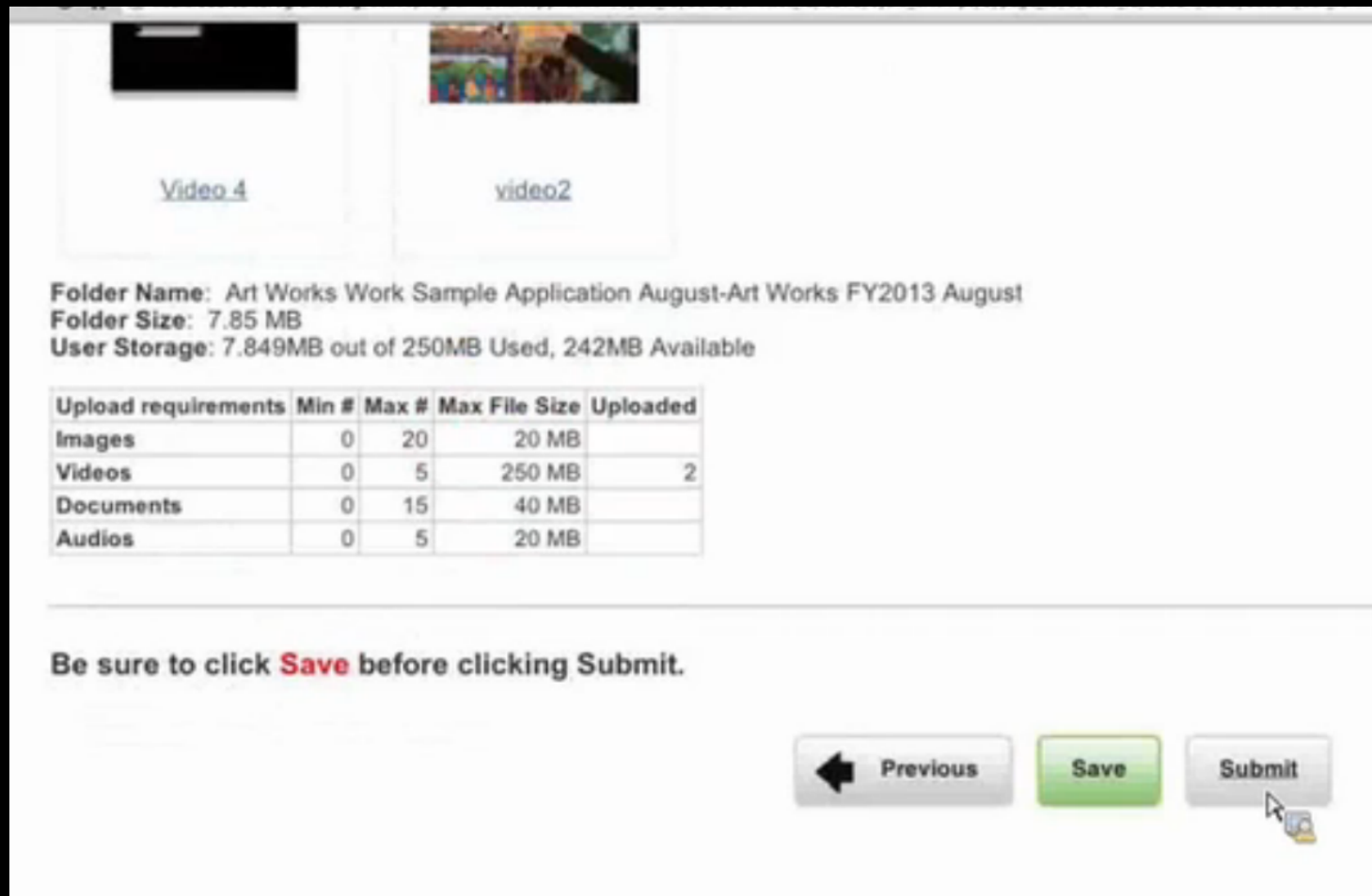
Previous

Save

Submit

Once you have uploaded your work samples, and everything is in your preferred order, be sure to click "Save."

# Step 4: Submitting Work Samples



Video 4

video2

Folder Name: Art Works Work Sample Application August-Art Works FY2013 August  
Folder Size: 7.85 MB  
User Storage: 7.849MB out of 250MB Used, 242MB Available

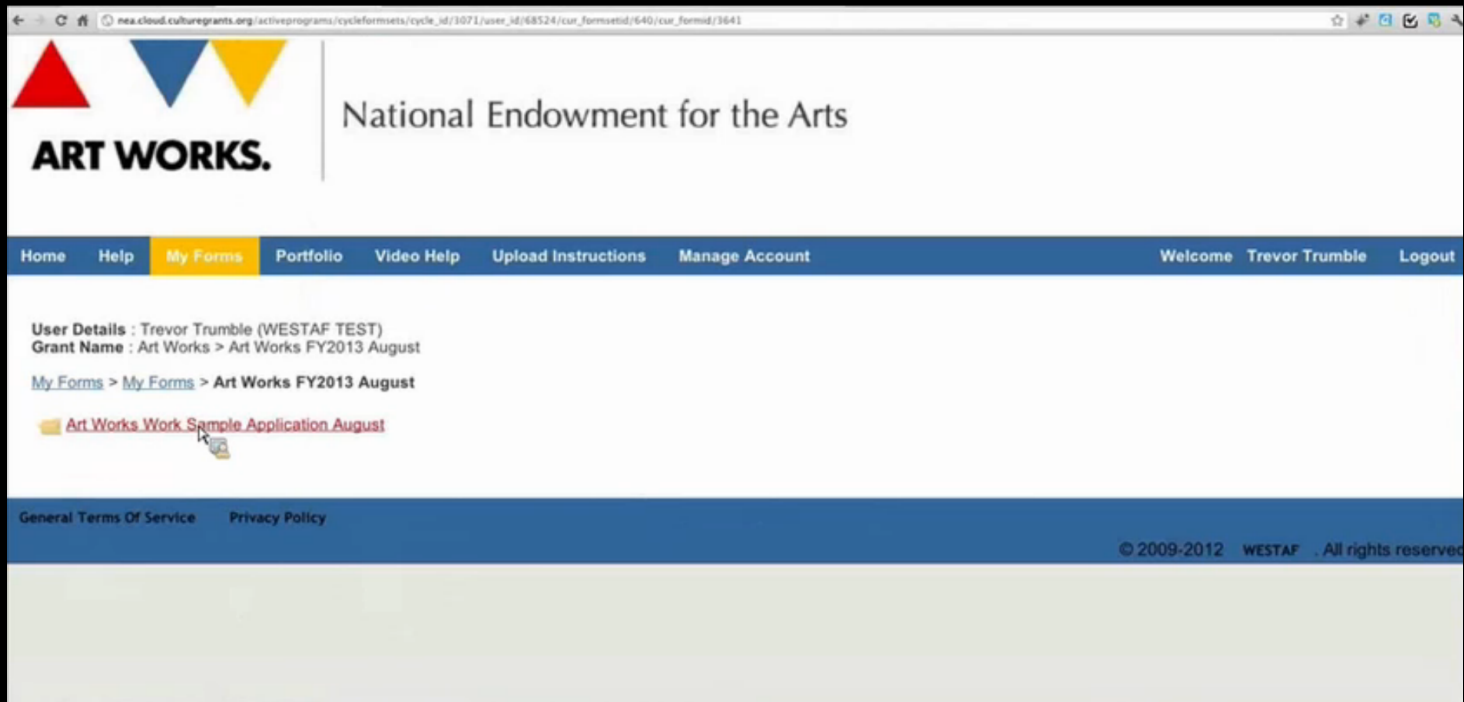
Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	20	20 MB	
Videos	0	5	250 MB	2
Documents	0	15	40 MB	
Audios	0	5	20 MB	

Be sure to click **Save** before clicking Submit.

Previous Save Submit

After you select “Save,” the page will refresh. Then you may finish submitting your work sample by selecting “Submit.”

# Step 4: Submitting Work Samples



After you finish submitting your work samples, you will be redirected to this screen where you may logout. You will also receive an email confirming the submission of your materials.

# Questions and more information

Please Contact:

**Guiomar Ochoa**

Email: [ochoag@arts.gov](mailto:ochoag@arts.gov)